

**BOROUGH OF BERLIN  
RE-ORGANIZATION MEETING MINUTES  
FRIDAY, JANUARY 7, 2011  
BERLIN MUNICIPAL BUILDING  
59 SOUTH WHITE HORSE PIKE  
BERLIN, NJ  
7:00 PM**

**Mayor John Armano resumed the council meeting from December 28, 2010.**

**UNFINISHED BUSINESS:**

- Tax Collector's report           \$394,789.42
- Tax Collector's utility report   \$579,928.67
- Construction report            \$7,533.00
- Municipal Clerk's report         \$3,910.00

Motion to approve department reports for the month of December, 2010 made by Maccaroni seconded by Bilella. Ayes; Maccaroni, Scelso, Chance and Bilella.

**RESOLUTIONS:**

Meeting open to the public on Resolutions R12-26; 2010 and R12-27; 2010. Motion to close public portion made by Bilella seconded by Chance. All were in favor.

RESOLUTION R12-26;2010, A RESOLUTION AUTHORIZING A TAX SALE PURSUANT TO N.J.S.A. 54:5-19 & THE MAILING OF TAX SALE NOTICES PURSUANT TO N.J.S.A. 54:5-26.

RESOLUTION R12-27; 2010, A RESOLUTION AMENDING RESOLUTION R12-16; 2010 TO APPROVE APPROPRIATION TRANSFER IN THE AMOUNT OF \$73,950.00 FROM INSIDE THE CAP TO INSIDE THE CAP.

Motion to adopt Resolutions R12-26 and R12-27; 2010 made by Chance and seconded by Bilella. All were in favor.

**PAYMENT OF BILLS FOR THE END OF THE YEAR 2010** IN THE AMOUNT OF \$1,905,930.99. Motion Maccaroni seconded by Bilella. All were in favor.

Motion to adjourn meeting of December 28, 2010 made by Scelso and seconded by Chance. All were in favor.

**RE-ORGANIZATION MEETING CALLED TO ORDER BY MAYOR ARMANO.**

County Clerk Joe Ripa, former Mayor Millard Wilkinson, former Mayor Joseph Keskes, former Mayor of Magnolia Joe Adolf and former Councilman Bill Toy. Mayor Armano also

acknowledges Ennsen Dan MacDonnell who recently returned from Afghanistan thanking him for serving our Country.

**FLAG SALUTE LED BY THE MAYOR. SUNSHINE NOTICE:** Adequate notice of this meeting has been given in accordance with the Open Public Meeting act, pursuant to Public Law 1975, Chapter 231. Said notice has been advertised in the Courier Post and Philadelphia Inquirer, and posted on the Borough Hall Bulletin Board at the Berlin Hotel showing and naming the date, place and time of said meeting.

**INVOCATION:**

The Invocation was given by Pastor Charles Clark III from Solid Rock Baptist Church, Berlin, N. J.

**MAYOR ARMANO ACKNOWLEDGED DISTINGUISHED GUESTS:**

Councilwoman Elect Lynn Kupchik was given the Oath of Office. Her son, Andrew Kupchik, Esquire sworn her in.

Councilman Elect Jim Pearce was given the Oath of Office. Andrew Kupchik, Esquire sworn him in. His wife and two sons were at his side.

**ROLL CALL:**

Mayor John Armano, Council members Maccaroni, Scelso, Chance, Bilella, Kupchik and Pearce.

RESOLUTION R1-1; 2011, Approval for the appointment of Attorney George Botcheos as Borough Solicitor for Berlin Borough for the year 2011.

Motion made by Maccaroni seconded by Chance. All were in favor.

**PRIVILEGE OF FLOOR:**

Former Mayor Millard Wilkinson congratulates everyone wishing everyone the best and said he is available at all times.

**APPOINTMENT OF COUNCIL PRESIDENT:**

Motion to appoint Councilman Scott Scelso as Council President, 2011 made by Maccaroni seconded by Kupchik. Ayes; Maccaroni, Chance, Bilella, Kupchik and Pearce. Councilman Scelso abstained.

**MAYOR'S APPOINTMENTS:**

- PLANNING BOARD COUNCIL REPRESENTATIVE

- Motion to appoint Councilman Nick Maccaroni, Class III made by Scelso and seconded by Chance. Ayes; Scelso, Chance, Bilella, Kupchik and Pearce. Councilman Maccaroni abstained.

Class I Mayor's term corresponds to time in office.

Class II Official of Municipality other than a member of the Governing Body, 1-year term.

Class III Member of the Governing Body. 1-year term.

Class IV Other citizens of Municipality appointed by the Mayor. 4-year Term. N.J.S.A. 40A:55D-23.

**COMMITTEE APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL:**

- BUILDINGS & GROUNDS Chairman Scelso & Co-Chairman Kupchik
- HEALTH & RECREATION Chairman Pearce & Co-Chairman Scelso
- PUBLIC SAFETY Chairman Chance & Co-Chairman Maccaroni
- WATER & SEWER Chairman Kupchik & Co-Chairman Pearce
- STREETS & ROADS Chairman Bilella & Co-Chairman Chance
- FINANCE Chairman Maccaroni & Co-Chairman Bilella

Motion made by Scelso and seconded by Bilella. All were in favor.

**MAYOR'S APPOINTMENTS OF OFFICIALS WITH THE CONFIRMATION OF COUNCIL:**

- Treasurer Stacey DiVello 1/1/11 – 12/31/11
- Borough Historian Jack Straub 1/1/11 – 12/31/11
- Fire Official William Behnke 1/1/11 – 12/31/11
- Emergency Mgt. Coordinator William Behnke 1/1/11 – 12/31/13
- Fire Safety Inspector Tony Ambricco 1/1/11 – 12/31/11
- Fire Safety Inspector Joseph Cornforth 1/1/11 – 12/31/11
- License & Inspection Consultant Michael DePalma 1/1/11 – 12/31/11
- Zoning Officer Michael DePalma 1/1/11 – 12/31/11

Motion made by Chance and seconded by Kupchik. All were in favor.

**DEPARTMENT HEAD RECOGNITIONS FOR OFFICIALS AND SUB-OFFICIALS FOR THE BOROUGH OF BERLIN:**

- Administrator Charleen Santora
- Municipal Clerk Charleen Santora Tenure
- Certified Registrar Charleen Santora
- Assistant to Clerk Mary Ann Cecick
- CFO Stephen Miller 12/31/11
- Tax Assessor Theresa Stagliano
- Tax Collector Lisa Eggert Tenure
- Chief of Police Robert Carrara
- Superintendent of DPW Mark Mauger
- Fire Chief Paul Miller
- Ambulance Captain Lou DeMarco
- Construction Official Michael DePalma 12/31/12
- Fire Sub Code Inspector Rick Napier Unexpired term 12/31/12
- Librarian Mary Rencic

**BOARD OF HEALTH MEMBERS RECOGNITIONS:**

- Kelly Foster 3 yr 12/31/12
- Dan Cleary 3 yr 12/31/12
- Dan Molnar 3 yr 12/31/12

**COURT APPOINTMENTS:**

- Municipal Prosecutor 1 yr George Singley 1/1/11 – 12/31/11

Motion made by Maccaroni seconded by Chance. All were in favor.

- Municipal Public Defender 1 yr Thomas Shusted, Jr. 1/1/11 – 12/31/11

Motion made by Chance seconded by Bilella. All were in favor.

- Court Administrator Kelly Foster 1/1/11 – 06/30/11

Motion made by Chance seconded by Kupchik. All were in favor.

**COURT RECOGNITION:**

- Municipal Judge                      3 yr    Craig Larsen                      12/31/12

**APPOINTMENT OF PROPERTY MAINTENANCE OFFICIAL (MAYOR'S APPOINTMENT)**

- Daniel Molnar

**PROPERTY MAINTENANCE BOARD APPOINTMENTS:**

- Council Representative Dennis Chance

Motion to appoint made by Scelso seconded by Pearce. All were in favor.

- Planning Board Representative Jack Gangluff

Motion to appoint made by Chance seconded by Pearce. All were in favor.

- Zoning Officer Michael De Palma

Motion to appoint made by Chance, seconded by Bilella. All were in favor.

- Department of Health Dan Cleary

Motion to appoint made by Pearce, seconded by Chance. All were in favor.

- Community Representative Jeff Cook

Motion to appoint made by Scelso seconded by Bilella. All were in favor.

- Zoning Code Enforcement Officer Michael De Palma.

Motion to appoint made by Chance, seconded by Pearce. All were in favor.

**HISTORIC PRESERVATION COMMISSION APPOINTMENTS:**

- Alan Blair                      Class A                      4 yr                      1/1/11 – 12/31/14
- John Schetter                      Class A                      4 yr                      1/1/11 – 12/31/14

Motion to approve made by Maccaroni and seconded by Bilella. All were in favor.

**HISTORIC PRESERVATION COMMISSION RECOGNITION OF MEMBERS:**

- Jack Gangluff                      Class C                      2 yr                      12/31/11
- Millard Wilkinson                      Class B                      2 yr                      12/31/11
- James Tait                      Class C                      4 yr                      12/31/11
- Roy Schmidt                      Class C                      4 yr                      12/31/13

- Micki Armano            Class C            4 yr            12/31/13
- Betty Scelso            Alternate 1    2 yr    12/31/11
- Dolores Motluck            Alternate 2    2 yr    12/31/11

Class A A person who is knowledgeable in building design and construction or architectural history who may reside in the Borough.

Class B            A person who is knowledgeable or with a demonstrated interest in local history who may reside outside the borough.

Class C            Members who must be residents of the Municipality who hold no other Municipal position except they may be members of the Planning or Zoning Boards.

**BOARD OF HEALTH MEMBERS APPOINTMENTS WITH CONFIRMATION OF COUNCIL:**

- Liaison Lynn Kupchik 1 yr            1/1/11 – 12/31/11
- Dawn Lattanzi            3 yr            1/1/11 – 12/31/13
- Jodi Wilhelm            3 yr            1/1/11 – 12/31/13
- Debbie Scelso            3 yr            1/1/11 – 12/31/13
- Selma Rose            3 yr            1/1/11 – 12/31/13

Motion made by Chance and seconded by Bilella. All were in favor.

**ECONOMIC RE-DEVELOPMENT COMMITTEE APPOINTMENTS:**

- Kevin McHugh to fill unexpired term of Gary Knight            3 yr            1/1/10 – 12/31/12
- James Knight            3 yr            1/1/11 – 12/31/13
- Drew Straub            3 yr            1/1/11 – 12/31/13
- Bob Suchowierski            3 yr            1/1/11 – 12/31/13
- Dottie Trate Alternate 1            1/1/11 – 12/31/11
- Dan Molnar            Alternate 2 1/1/11 – 12/31/11

Motion to appoint made by Maccaroni seconded by Chance. All were in favor.

**RESOLUTIONS:**

Resolutions R1-2; 2011 through R1-21; 2011 open to the public.

Motion to close public portion made by Scelso seconded by Chance. All were in favor.

RESOLUTION R1-2; 2011, AUTHORIZATION TO ADOPT A TEMPORARY BUDGET FOR THE YEAR 2011.

Motion; Maccaroni, Sec.; Kupchik. All were in favor.

RESOLUTION R1-3; 2011, APPOINTMENT OF JOSEPH HOFFMANN, CPA, RMA, OF BOWMAN & COMPANY, LLP AS AUDITOR FOR BERLIN BOROUGH YEAR 2011.

Motion; Maccaroni, Sec.; Bilella. All were in favor.

RESOLUTION R1-4;2011, A RESOLUTION APPOINTING BRIAN SLAUGH FROM THE FIRM OF CLARKE-CANTON-HINTZ, TRENTON, NJ PLANNING CONSULTANT FOR BERLIN BOROUGH YEAR 2011.

Motion; Chance, Sec., Scelso. All were in favor.

RESOLUTION R1-5; 2011, A RESOLUTION APPOINTING BIRDSALL SERVICES GROUP OF BARNEGAT, NJ AS GENERAL ENGINEERS AND TAX MAP OFFICIALS FOR BERLIN BOROUGH YEAR 2011.

Motion; Bilella, Sec.; Pearce. All were in favor.

RESOLUTION R1-6; 2011. A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS WATER & SEWER ENGINEERS FOR BERLIN BOROUGH YEAR 2011.

Motion; Pearce, Sec., Bilella. All were in favor.

RESOLUTION R1-7;2011, APPOINTMENT OF EDGEWOOD ASSOCIATES OF BERLIN, NJ AS RISK MANAGEMENT CONSULTANTS IN COMPLIANCE WITH THE MEL/JIF INSURANCE COMPANY FOR BERLIN BOROUGH YEAR 2011.

Motion; Pearce, Sec.; Kupchik. All were in favor.

RESOLUTION R1-8; 2011, APPOINTMENT OF PARKER MCCAY, ATTORNEYS AT LAW, FROM LAWRENCEVILLE NJ AS BOND COUNSEL FOR BERLIN BOROUGH YEAR 2011.

Motion; Maccaroni, Sec.; Kupchik. All were in favor.

RESOLUTION R1-9; 2011, APPOINTMENT OF ALAN BLAIR AS ARCHITECT OF RECORD FOR BERLIN BOROUGH YEAR 2011.

Motion; Chance, Sec.; Pearce. All were in favor.

RESOLUTION R1-10; 2011, APPOINTMENT OF STUART PLATT AS SPECIAL COAH COUNSEL FOR BERLIN BOROUGH YEAR 2011.

Motion; Chance, Sec. Scelso. All were in favor.

RESOLUTION R1-11; 2011, A RESOLUTION DESIGNATING THE COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVE TO BE COUNCILMAN JIM BILELLA AND ALTERNATE COUNCILMAN NICK MACCARONI.

Motion; Pearce, Sec.; Kupchik. All were in favor.

RESOLUTION R1-12; 2011, A RESOLUTION DESIGNATING THE FUND COMMISSIONER TO BE MILLARD WILKINSON AND THE ALTERNATE COUNCILMAN SCOTT SCELSO FOR CAMDEN COUNTY JIF.

Motion; Kupchik, Sec.; Pearce. All were in favor.

RESOLUTION R1-13; 2011 A RESOLUTION DESIGNATING THE SAFETY COORDINATOR FOR THE CAMDEN COUNTY JIF TO BE MILLARD WILKINSON.

Motion; Bilella, Sec.; Pearce. All were in favor.

RESOLUTION R1-14;2011, APPOINTMENT OF TODD GELFAND FROM THE FIRM OF BARKER, SCOTT & GELFAND OF CHERRY HILL, NJ FOR SPECIAL COUNSEL FOR EMPLOYEE PERSONNEL MATTERS FOR BERLIN BOROUGH YEAR 2011.

Motion; Chance, Sec.; Scelso. All were in favor.

RESOLUTION R1-15; 2011, APPOINTMENT OF CHRIS NORMAN FROM THE LAW FIRM OF NORMAN & KINGSBURY FOR WELL # 12 LITIGATION.

Motion; Maccaroni, seconded by Kupchik. All were in favor.

RESOLUTION R1-16; 2011, A RESOLUTION AUTHORIZING THE BOROUGH CLERK/AND OR ADMINISTRATOR TO ADVERTISE, RECEIVE AND OPEN BIDS.

RESOLUTION R1-17; 2011, A RESOLUTION FIXING THE RATE OF INTEREST TO BE CHARGED FOR THE DELINQUENCIES OF TAXES, WATER, SEWER AND ALL OTHER APPLICABLE MUNICIPAL CHARGES.

RESOLUTION R1-18; 2011, A RESOLUTION ESTABLISHING THE COURIER POST AND PHILADELPHIA INQUIRER AS OFFICIAL NEWSPAPERS FOR BERLIN BOROUGH YEAR 2011.

RESOLUTION R1-19 2011, A RESOLUTION ESTABLISHING THE CASH MANAGEMENT PLAN FOR YEAR 2011.

RESOLUTION R1 -20; 2011, A RESOLUTION ESTABLISHING THE PUBLIC MEETING FORMAT AS FOLLOWS:

- Meeting called to order
- Salute to the flag



- Roll Call
- Privilege of floor
- Committee reports, department head reports, discussion items
- Ordinances
- Public hearing on Resolutions
- Resolutions
- Adjournment

RESOLUTION R1-21; 2011, A RESOLUTION ESTABLISHING MEETING DATES FOR THE CAUCUS/COUNCIL MEETINGS FOR THE YEAR 2011 TO BE AS FOLLOWS: THE CAUCUS MEETING WILL BE HELD TUESDAY PRECEDING THE FIRST MONDAY OF EACH MONTH. THE COUNCIL MEETINGS WILL BE THE FIRST MONDAY OF EACH MONTH WITH SOME HOLIDAY EXCEPTIONS. THE CAUCUS AND COUNCIL MEETINGS WILL START AT 7:00 PM;

- Caucus 7:00 pm
- February 1, 2011
- March 1, 2011
- March 29, 2011
- April 26, 2011
- May 31, 2011
- June 28, 2011
- July 26, 2011
- August 30, 2011
- September 27, 2011
- November 1, 2011
- December 29, 2011
- Council Meeting 7:00 pm
- February 7, 2011
- March 7, 2011

- April 4, 2011
- May 2, 2011
- June 6, 2011
- July 5, 2011
- August 1, 2011
- September 6, 2011
- October 3, 2011
- November 14, 2011
- December 5, 2011
- December 27, 2011

Meeting open to the public on Resolutions R1-16 through R1-21.

Motion to close hearing made by Chance seconded by Bilella. All were in favor.

Motion to adopt Resolutions R1-16 through R1-21; 2011 made by Bilella seconded by Chance. All were in favor.

**COMMENTS:**

Council President Scelso congratulates new council Kupchik and Pearce and thanks them for their hard work and dedication during the campaign. Wishes all a Happy New Year.

Councilman Maccaroni wishes all a Happy New Year. Thanks employees and staff for their hard work. Thanks the DPW for having all leaves up before the snow storm stating that the tax payers of the borough are getting the best service we can provide.

Councilman Chance wishes all a Happy New Year. Welcomes all who came out to this meeting. Commends Chief Carrara for a good job done in 2010. 18,516 calls were handled in the borough. There were six police officers who retired either due to health or other reasons. The borough has replaced two. Ambulance handled 1000 calls between the townships. He states he is proud to be in Berlin Borough.

Councilman Bilella wishes all a Happy New Year. Congratulates Councilwoman Kupchik and Councilman Pearce. He states that with the wind storms and snow Storms a lot of trees were lost and a lot of extra time and money was spent that had to come out of a budget that was already tight. A zoning ordinance was passed for down town that will help the borough economically. The old Carpet Flair store is being refurbished and most recently the WAWA on Franklin Avenue and the White Horse Pike opened.

Councilwoman Kupchik wishes all a Happy New Year. Thanks all who came out and states she will work hard for the tax payers of Berlin Borough.

Councilman Pearce thanks all who came out to this meeting and pledges he will work hard for the tax payers of Berlin Borough.

Mayor Armano wishes everyone a Happy New Year. He thanks all of the employees of the borough noting their dedication. He said that when a job is asked to be done, it is done without hesitation. He acknowledges all of the good volunteers serving on committees and boards. 2011 will be a challenging year stated Mayor Armano, especially due to 11.4% insurance increase, pensions contributions up 22% and dealing with the Governor's 2% cap. He pledges his commitment for continuing to do everything possible to keep every line item in the budget as we did this past year to control expenses and spending. He thanked the Administrator for keeping a tight hold on spending.

Administrator Charleen Santora wishes everyone a Happy New Year.

Motion to adjourn was made by Bilella seconded by Scelso. All were in favor.

Charleen Santora, RMC

Borough Clerk